



Meeting Room Policies and Procedures

The primary purpose of the facilities at Union Square Campus, Inc. ("Union Square") is to carry out the educational mission of the nursing programs/activities of the four tenants, namely, Cone Health, Guilford Technical Community College, North Carolina A&T State University, and the University of North Carolina Greensboro.

NOTE: Union Square Campus was designed and built as an academic facility, therefore, there may be limitations as to what can be provided. Please read this document carefully.

Union Square offers a 100-seat multipurpose room (divisible into two separate rooms) and a 350-seat auditorium for rental, subject to availability. Priority use of the facility is given to the facility's tenants ("Core Users"), yet **non-tenants may reserve these rooms for a nominal rental fee.**

Union Square is a non-profit corporation that is exempt from federal taxation under section 501(c)3 of the Internal Revenue Code. Such organizations may not participate in, nor intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. As such, we reserve the right to refuse use of our facilities if a request may violate this requirement, including, but not limited to, conducting campaign or fundraising events.

Rooms may be "held" for specific dates, but unless confirmed within seven (7) business days of initial "hold" reservation, the "hold" will be cancelled.

General Liability Insurance

Union Square Campus requires users of meeting rooms to possess general liability insurance (\$2,000,000 minimum coverage) for events held in our facilities for meetings, conferences, camps/clinics, or other special functions or events. This requirement can be satisfied by providing a Certificate of Insurance showing existing general liability insurance, or by purchasing a general liability insurance policy.

A Certificate of Insurance may also be required for University-related events held at Union Square Campus, which are co-sponsored with another organization or that bring vendors or performers to the campus.

The acceptable form of this documentation is a Certificate of Insurance showing evidence of **General Liability Insurance** to cover the event and use of Union Square Campus facilities.

The Certificate of Insurance must provide a minimum of \$2,000,000 in general liability coverage limits and **include Union Square Campus as the certificate holder and as an additional named insured for the event and use of facilities.**

The Certificate of Insurance should be provided at least **two weeks** prior to the event, to:

Union Square Campus, Inc.
2901 East Gate City Blvd., Suite 2400
Greensboro, NC 27401-4904
reservations@gatewaygso.com

For any event where alcohol is served, a Certificate of Insurance showing evidence of liquor liability coverage must also be provided.

Union Square Campus, Inc.
Meeting Facility Policies and Procedures

- Reservations can be made by calling Robert Stephens at 336-553-5588 or Nichole Funderburk at 336-375-9232. Both individuals will make every effort to respond to your request as quickly as possible.
- **Your reservation has not been approved until you have received a confirmation notice.** It is not advisable that you begin advertising your event until you have received this notice.
- Union Square Campus facilities may be reserved during **regularly scheduled business hours**, which are 8:00am to 5:00pm, Monday to Friday. Union Square Campus is closed on Saturday and Sunday. **Use of the facility outside of these hours will result in additional fees. This fee is in addition to other charges that may be applicable. FEES ARE NOT PRO-RATED.**

Union Square Campus is currently unavailable for rental on Saturdays and Sundays.

- Early access may be available before the meeting, provided no other groups have reserved the room. For early morning meetings, the main doors of the building are unlocked at 7:00am. There is no access allowed before 7:00am. Setups may occur the day before provided the room is not in use. Please discuss this with Union Square Campus prior to planning your event setup or arrival. It is essential that all meetings / events terminate at the appointed times to facilitate the next meeting / event.
- **A \$25 cancellation fee will be billed for all cancellations made less than 48 hours prior to meeting date/time.**
- Union Square Campus maintains a quiet and enjoyable atmosphere for its academic tenants. Programs and activities that generate excessive noise are to be avoided.
- Union Square Campus is not responsible for the protection of equipment and supplies you drop off prior to your meeting or event.
- Setup and equipment needs should be included when making the reservation. Last minute request for equipment may not be honored.
- Storage space is not available. Union Square Campus will not be responsible for any materials or equipment left in the building overnight, during breaks or after events. Any items left will be disposed.
- While not guaranteed, with notice, Union Square Campus may provide table and chair arrangement prior to your event. Provision for supplying table cloths, utensils, serving

dishes, cups, glasses, etc., usually considered necessary for serving refreshments, is the responsibility of the sponsoring organization.

The reserving organization acknowledges it will be charged for damages that occur to Union Square Campus equipment, including all audio-visual equipment, tables, chairs, etc.

AUDIO / VISUAL EQUIPMENT

The following equipment is available and included in your rental rate, when available:

- LCD Projector (ceiling mount) with **HDMI connection**
- Screen
- Fixed podium with built-in sound
- Whiteboard
- One (1) handheld microphone and one (1) lavalier
- Wireless Internet
- Tables, rectangular (***approximate size is 2' x 5'***) (A)
- Chairs, nesting chairs with wheels, padded seats (A)

(A) Union Square Campus has a limited number of tables and chairs that can be made available. Extra tables and chairs above what USCI can supply will be the responsibility of the reserving entity.

Individuals or groups are responsible for bringing the following supplies. **These are not provided by Union Square Campus.**

- Laptops
- Adapters and video extenders (VGA to HDMI, DVI to HDMI)
- Video adapters for Apple products**
- Presentation remotes / pointers
- Power strips
- Batteries
- Event signage
- Name tags
- Flip charts
- Easels
- Markers
- Other office supplies not indicated above.

TRASH / RECYCLING

All individuals/groups renting facilities at Union Square Campus are responsible for clearing off tables and chairs and ensuring that all trash items are properly disposed of prior to departing the room. Ice or excess liquids should not be placed or poured in trash or recycling receptacles.

Union Square Campus maintains a recycling policy, and recycling bins are available in each conference room. We ask that all users utilize the recycling bins as marked and to please refrain from placing plastic bottles, aluminum cans, and other recyclable items in the regular trash cans.

****Contaminated cardboard such as pizza boxes are not recyclable.****

FOOD AND BEVERAGES

Union Square Campus does not provide food service, however, a catering kitchen is located on site. The catering kitchen features a countertop and sink, however, the kitchen **does not offer refrigerator, freezer or heat warming equipment.**

Groups planning to use facilities at Union Square Campus, involving any food service, **must notify USCI**, of that fact at the time the reservation is made and groups should be prepared to provide all items necessary for food and/or beverage service. ("Food" includes such things as snacks, soft drinks, other hot or cold beverages, receptions, banquets, meals, luncheons, dinners, brunches, desserts, etc.).

- **ABSOLUTELY NO FOOD OR BEVERAGES ARE ALLOWED IN THE UNION SQUARE CAMPUS AUDITORIUM.**
- Groups may not bring in appliances for use.
- **ELECTRICAL, GAS OR INFRARED DEVICES, WHICH PRODUCE HEAT FOR COOKING OR SAUTÉING ARE ABSOLUTELY NOT ALLOWED.** This would include items such as hot plates, burners, grills, cookers, fondue pots – to name a few.
- Aluminum or stainless-steel chafing dishes with accompanying chafing fuel (sterno) are allowed for the heating or warming of food.
- Ice or excess liquids should only be disposed of in the catering kitchen sink, and are not to be poured into urinals, toilets, or disposed of on lawns or garden beds. Groups will be billed for any damage to these areas resulting from ice or liquids.
- Renters are responsible for the set-up and removal of all decorations and outside equipment. Tables and chairs should be cleared, and trash placed in the appropriate receptacles. Spills and stains should be cleaned from the floors. The kitchen area should

be cleaned with all personal items removed. A \$150 janitorial fee will be imposed when clean-up is not completed.

- ALL DECORATIONS MUST BE APPROVED IN ADVANCE and preferably at the time of the reservation. The use of any combustible materials, including (among others) plants, trees, leaves, crepe paper, streamers, banners, moss, hay, straw, etc., is prohibited. Decorations may not be attached in any manner to curtains, drapes, and furnishings, plaster walls, doors or windows. Glitter or confetti may not be utilized in decorating.
- Items may not be stapled, taped, nailed, tacked or glued to walls or surfaces. Only drafting or painter's tape or other non-destructive sticking materials may be used. Candles and open-flame devices are not to be used for decorations. Other than floral arrangements for tables, live or cut greenery for decorating purposes is prohibited.
- Union Square Campus is not responsible for any losses or injuries suffered by any person as a result of a room reservation and / or activities sponsored by the reserving organization. These incidents should be reported immediately to the staff of USCI.
- Union Square Campus is a smoke-free facility. Smoking urns are located outside 25 feet from the building perimeter. Any use of fire producing articles, i.e., candles, incense, matches, etc. is prohibited inside and outside the building.
- **USE OF FIREARMS, ILLEGAL DRUGS AND ILLEGAL GAMBLING DEVICES ARE NOT PERMITTED AT ANY TIME WITHIN THE BUILDING.**
- Rental agreements cannot be transferred, assigned, sublet or issued to minors.
- Use of the facilities cannot interfere with regular Union Square Campus operations/programs.
- Renter shall restrict all activities to the area(s) so designated.
- Rental hours must include time for set up and clean-up. The facility will not be made available prior to the rental start time for set up, caterers, bands or decorators.
- Storage is not available either before or after an event. This includes food and beverages, decorations, equipment, rented tables, etc.
- Violations of Union Square Campus policies may result in the loss of privileges, additional charges or both, whichever is appropriate.
- Union Square Campus is a "GREEN" building. Caterers and renters are expected to recycle at all times.

ALCOHOLIC BEVERAGE POLICY

The service and consumption of alcoholic beverages is strictly regulated by North Carolina law. All persons using Union Square Campus facilities are charged with compliance with these laws.

In order to ensure against violations of the law, the possession, service, and consumption of alcoholic beverages on the premises is subject to Union Square Campus' Alcoholic Beverage Policy and Procedures.

The purpose of this policy is to establish procedures for private events where alcohol will be served.

- Alcoholic beverages are defined as beer, unfortified wine, fortified wine, and spirituous liquors.
- Alcoholic beverages can only be served by approved caterers who have the necessary licensure from the North Carolina Alcohol and Beverage Control Board and have appropriate liability insurance.
- The maximum length of any bar service for any event is two (2) hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event.
- Alcohol may only be served with food, proportionate to attendance, and done so in accordance with all applicable laws.
- No keg beer or straight alcohol "shots" are permitted to be served at any rental event.
- Alcoholic beverages may served, but cannot be sold. No tab or cash bars are allowed.
- Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of any deposit and possible early closure of the event.
- All guests are required to be able to provide a valid ID to be served. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately.
- Alcoholic beverages are allowed in the rental rooms only. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement. Beverages containing alcohol are not allowed to leave the premises and must stay inside the building.
- Security guard service will be required when alcohol is served and will be paid for in advance.
- No drinking of alcohol is permitted during clean-up.
- No noticeably intoxicated person will be allowed to attend any event or will be served an alcoholic beverage. Noticeably intoxicated persons will be asked to leave the event/facility.

- Caterers must maintain control of alcohol and the bar service area at all times. Caterers and/or their staff must provide the liquor, carry the liquor, supervise the liquor and or liquor/bar, and be responsible for pouring and serving the alcohol at all times. At no point are self-serve alcoholic beverages to be left on a table or poured by attendees.
- Caterers and their staff providing alcoholic beverage service are the only ones allowed to carry and/or bring in alcohol of any kind into the building. **Renters may not provide alcohol to be served at events, and guests/attendees may not bring alcohol into the building at any time.**
- Non-alcoholic beverages will be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.
- Any violation of alcohol use policies may result in the closure of event.

All Institution-related groups will also be required to adhere to their respective campus policies regarding alcoholic beverage service and consumption. Please review each Institution's respective policy for more details and instructions for completing this process.

Acknowledgement of Alcoholic Beverage Policy

I have read the alcoholic beverage policy statement, and understand what is required in regard to responsible alcoholic beverage service and will abide by these rules.

Signature

Date

**Union Square Campus
Acknowledgement of Meeting Room Policies and
Procedures**

I understand and will adhere to these policies and regulations. I understand I am the responsible party for room(s) and the event(s) that takes place.

I know that failure to do so may cause me to lose future meeting room privileges and possibly incur justified fees.

I understand I will be billed for any additional cleaning, repair or replacement charges relating to any Union Square Campus equipment that we utilize and occupy.

I have read the alcoholic beverage policy statement, and understand what is required in regard to responsible alcoholic beverage service and will abide by these rules.

I understand I will be billed \$25 for any cancellations occurring less than 48 hours prior to event/meeting.

Signature of Requester _____

Date _____

Signature of Responsible Faculty/Staff Member (if applicable) _____

Date _____

Billing Contact:

Name: _____

Address: _____

Address: _____

Phone: _____

E-Mail: _____

Union Square Campus Reservation Acknowledgement:

Name: _____

Date: _____

Total Event Fee: _____





Facility Rental Checklist

Please complete the following information and return to Robert Stephens
(roberts@gatewaygso.com or Nichole Funderburk (nicholef@gatewaygso.com)). Thank you.

ABOUT YOUR MEETING:

Room Requested: _____

Type of Event: _____

Event Name: _____

Will you be charging for the event (ticket sale, admission fee, registration fee?)

☐ Yes ☐ No

Sponsoring Organization: _____

Contact Person: _____

Contact Telephone: _____ Contact E-Mail: _____

Number of attendees: _____

Time of Event: Start _____ A.M. / P.M.

Break _____ A.M. / P.M.

End _____ A.M. / P.M.

Signature: _____

Date: _____

FOOD AND BEVERAGES:

☐ **Yes**, we plan to serve food and beverages during the event.

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Appetizers

☐ **No**, we will not be serving food/beverages.

☐ **Yes**, we plan to serve alcoholic beverages during the event.

The following Alcoholic Beverages only will be served at the event (initial each that will be served):

☐ Beer ☐ Fortified Wine ☐ Unfortified Wine ☐ Spirituous Liquor ☐ Mixed Beverages

If you would like a list of recommended caterers, please let us know.

AUDIO VISUAL EQUIPMENT:

- | | |
|--|--------------------|
| ☐ LCD Projector (ceiling mount) | A/V Support |
| ☐ Projection Screen | Mr. Mutaz Oweis |
| ☐ Stand Alone Podium with Built-in Sound | 743-281-9311 |
| ☐ Whiteboard | |
| ☐ Handheld Microphone (Limited Quantity available.) | IT Support |
| ☐ Wireless Lavalier (Limited Quantity available.) | Mr. Damian Vaughan |
| ☐ Wireless Internet | 336-908-1160 |

Tables

☐ Please indicate quantity of tables required:

Qty. _____ 24" x 60" Rectangular (max. 35)

Qty. _____ **Chairs** (max. 50) – Classroom A

☐ Qty. _____ **Chairs** (max. 50) – Classroom B

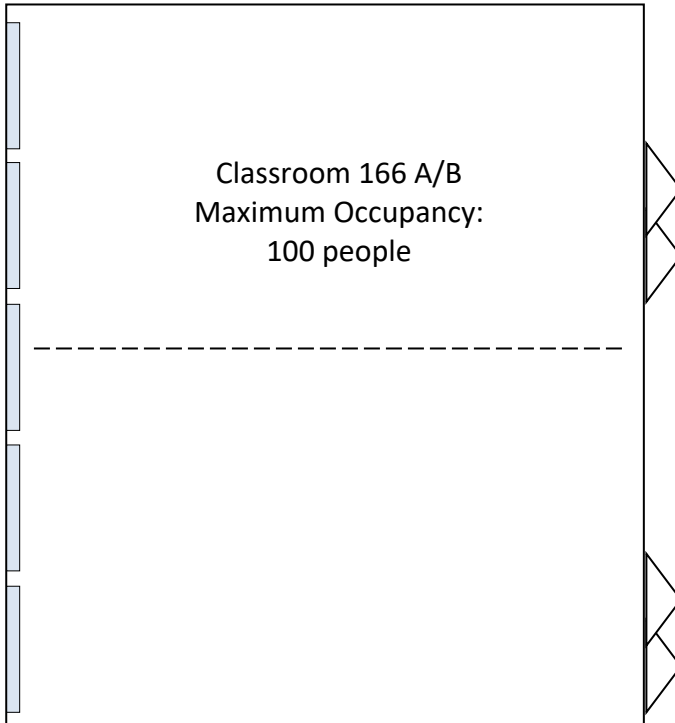
Qty. _____ **Chairs** (max. 100 available) – Combined Classroom A & B

The following items are **UNAVAILABLE** and must be supplied by the user or group for their respective function.

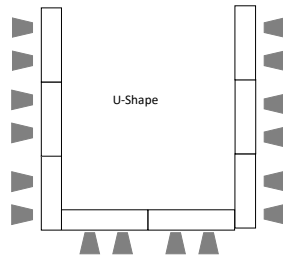
- **Presentation pointers or lasers**
- **Video Adapters or Extenders (VGA to HDMI, HDMI to VGA, DVI to HDMI/VGA...)**
- **Apple Adapters (VGA, HDMI, DVI...)**
- **Power strips and/or surge protectors**
- **Ethernet cables**
- **Batteries**
- Directional or Event Signage
- Easels
- Flip chart easel/stand, paper and permanent markers
- Laptops, desktops, monitors
- Linens
- Name badges
- Office supplies (*e.g. pens, pencils, note pads, paper clips, binder clips, Post-It notes, staplers, scissors, rulers, tape*)
- Overhead projector
- Extension cords
- Radio / CD or cassette tape players
- Remote control cord
- 35mm slide projector
- Television / DVD player

124 E. Gate City Blvd. - ROOM DIAGRAM *(Not to scale)*

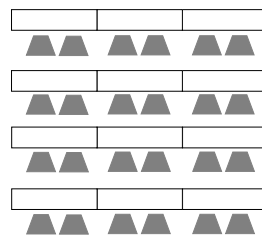
Please check the box indicating the desired room setup.



U-Shape ☐

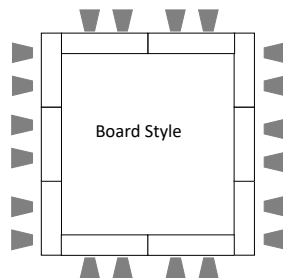


Classroom Style



☐ Classroom

Board Style ☐



Theatre Style



☐ Theatre